



## BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	BOARD OF EQUALIZATION	<b>RELEASE DATE:</b>	Wednesday, January 18, 2012
<b>POSITION TITLE:</b>	Chief, Special Taxes Audit, Appeals and Motor Carrier Division	<b>FINAL FILING DATE:</b>	Friday, February 10, 2012
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	01132012_4

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Property and Special Taxes Department, the Chief, Special Taxes Audit, Appeals and Motor Carrier Division, develops, performs high-level functions in the audit and appeals processes of all of the special taxes and fees programs. The Chief, through subordinate managers and supervisor, plans, develops, organizes, directs, and evaluates the policy, administration, audit and appeals work performed in the division relating to the: Aircraft Jet Fuel Tax; Alcohol Beverage Tax; California Tire Fee; Childhood Lead Poisoning Prevention Fee; Cigarette and Tobacco Products Tax; Cigarette and Tobacco Product Licensing; Electronic Waste Management Fee (eWaste); Diesel Fuel Tax; Emergency Telephone Users Surcharge; Energy Resources Surcharge; Fire Prevention Fee; Hazardous Substances Tax; Insurance Tax; Integrated Waste Management Fee; Marine Invasive Species Fee; Motor Vehicle Fuel Tax; Natural Gas Surcharge; Occupational Lead Poisoning Prevention Fee; Oil Spill Response, Prevention, and Administration Fee; Underground Storage Tank Maintenance Fee; and Water Rights Fee.

In addition, the Chief, through a subordinate manager and supervisors, plans, develops, organizes, directs, and evaluates the policy, administration and work performed in the Motor Carrier Office relating to the Interstate User Tax including the International Fuel Tax Agreement (IFTA). The IFTA is a cooperative agreement among states and provinces in the U.S. and Canada designed to simplify fuel tax licensing and reporting requirements. The Chief represents the State in acting as the California IFTA Commissioner by directing the work of the staff assigned to support a multi-state fuel tax compliance project.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.
2. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, to build an effective team and to be a productive member of the agency-wide strategic management team.
3. Ability to recognize and understand a political environment and the consequences of actions. Have an understanding of the roles and responsibilities of the constitutionally elected Board Members.
4. Knowledge of California State government including the organization and practices of the Legislature and the Executive Branch.
5. Knowledge of audit and appeal policies, procedures, and techniques; and constitutional provisions, laws, rules, regulations, legal opinions, and court decisions relating to special taxes and fees.
6. Knowledge of the International Fuel Tax Agreement (IFTA) and its licensing and reporting requirements as well as Board of Equalization policy.
7. A willingness to work in a high-rise building.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Special Taxes Audit, Appeals and Motor Carrier Division**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process may consist of two phases. Phase One - an application, resume and statement of qualification evaluation. If deemed necessary, Phase Two - a Qualification Appraisal Interview. The Statement of Qualifications will be used to evaluate your educational experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's

ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

## STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, and desirable qualifications. Please limit your response to a maximum of 2 typed pages. The Statement of Qualifications must be in response to the following statements provided:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies and local governments.
2. Describe your high-level experience communicating to elected officials, executive level management, other state agencies, legislative staff, industry, etc.; and how you gained their confidence and support.
3. Describe your experience with and knowledge of audit and appeal policies, procedures, and techniques; and constitutional provisions, laws, rules, regulations, legal opinions, and court decisions relating to special taxes and fees.
4. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
5. Describe your experience communicating and working with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.

## FILING INSTRUCTIONS

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Sonia Provencal.

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

BOARD OF EQUALIZATION, Board of Equalization  
450 N Street, MIC: 17, Sacramento, CA 95814  
Sonia Provencal | (916) 323-4055 | [Sonia.Provencal@boe.ca.gov](mailto:Sonia.Provencal@boe.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF EQUALIZATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>